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Secretaries &

| FUND    | DEPARTMENT     | DIVISION              | ACTIVITY NO.     |
|---------|----------------|-----------------------|------------------|
| GENERAL | ADMINISTRATION | BUDGET AND MANAGEMENT | 110-40-700-50000 |

The 1980 approved budget of \$339,743 for the Budget and Management Division represents an increase of \$53,883 or 18.8% above the 1979 budget of \$285,860.

Personal Services reflect an increase of \$30,963 or 15.1% above the 1979 level. Included within this increase is \$22,128 for an Internal Auditor position which has previously been carried in the Controller's budget. The remaining \$8,835 increase is due to merit salary increases and the \$110 per month salary improvent.

Contractual Services increased by \$21,620 or 32.0% in 1980. Minor increases occur in Accounts 220, 230, and 260. A major increase of \$40,000 is shown in Account 270. This figure represents the cost for the City's annual audit. Funds for this activity were budgeted in the Controller's budget in previous years. Account 295 represents a decrease of \$21,030. This account is used to secure data processing services in the amount of \$18,319.

Commodities reflect an increase of \$1,250 which is due to increased costs for printing, postage and office supplies necessitated by including the Internal Auditor position in this division.

The \$700 in the Capital Outlay account is to provide funds for the replacement of a typewriter.

| The \$700 in the Capital Outlay account is to provide fund  | s for the re                         | placement of                        | a typewriter.                       |
|---|--------------------------------------|-------------------------------------|-------------------------------------|
| ACCOUNT CLASSIFICATION  | ACTUAL<br>1978                       | BUDGET<br>1979                      | BUDGET<br>1980                      |
| PERSONAL SERVICES   |                                      |                                     |                                     |
| 110 Salaries & Wages<br>120 Employee Claims   | \$ 190,533                           | \$ 204,881                          | \$235,844                           |
| TOTAL PERSONAL SERVICES   | \$ 190,533                           | \$ 204,881                          | \$235,844                           |
| CONTRACTUAL SERVICES  |                                      |                                     |                                     |
| 210 Utilities<br>220 Communications<br>230 Transportation<br>240 Advertising<br>250 Insurance   | \$<br>3,614<br>3,727                 | \$<br>3,400<br>1,700                | \$<br>4,000<br>2,500                |
| 260 Dues and Subscriptions<br>270 Professional Services<br>280 Maint, of Bldgs & Improvements<br>290 Maintenance of Equipment<br>295 Other Contractual Services   | 21,251<br>156<br><br>9,978           | 23,000                              | 24,250<br>40,000<br><br>18,319      |
| TOTAL CONTRACTUAL SERVICES  | \$ 38,726                            | \$ 67,449                           | \$ 89,069                           |
| COMMODITIES   |                                      |                                     |                                     |
| 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs & Chemicals 340 Opr. Supplies - Buildings & Improvements 350 Repair Parts - Buildings & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus and Tools 395 Other Commodities | \$ 11,473<br>90<br>75<br><br>182<br> | \$ 12,500<br>200<br><br><br>180<br> | \$ 13,750<br>200<br><br><br>180<br> |
| TOTAL COMMODITIES   | \$ 11,820                            | \$ 12,880                           | \$ 14,130                           |
| CAPITAL OUTLAY  |                                      |                                     |                                     |
| 410 Land 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY  | \$<br><br>473<br><br>                | \$<br><br>650<br><br>               | \$<br><br>700<br><br>               |
|   | \$ 473                               | \$ 650                              | \$ 700                              |
| SUB-TOTAL   | s 241.552                            | \$ 285.860                          | \$ 339,743                          |
|   |                                      |                                     |                                     |
| GRAND TOTAL   | \$ 241.552                           | \$ 285,860                          | s 339,743                           |
|   |                                      |                                     | 11                                  |

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|---------|--|-----------------------|------------------|
| FUND    | DEPARTMENT   | DIVISION              | ACTIVITY NO.     |
| GENERAL | ADMINISTRATION   | BUDGET AND MANAGEMENT | 110-40-700-50000 |

WORK PROGRAM

The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and Director of Administration on budget and associated financial matters.

The major activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both governing body and City Staff, for instructing all divisions and departments as to necessary and appropriate budgetary procedures, consideration and review of all budget proposals, implementation of all revisions directed by the governing body, and for the final publishing of the adopted budget document

The Budget Office also has responsibility for researching problems, procedures and projects, and for recommending appropriate responses to decision makers. Research may be initiated by the division itself or may be initiated by the City Manager, the Director of Administration, operating departments or by the governing body.

Other duties of this division include the daily administration of the operating, CIP and revenue sharing budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office prepares the City organizational charts and is responsible for the forms control program.

| prepares the City organizational                                   | · · · · · · · · · · · · · · · · · · · | PLOYEES     |             |  | BUDGET              | BUDGET                                  |
|--|---------------------------------------|-------------|-------------|--|---------------------|---|
| POSITION TITLE   |                                       | BUDGET      |             | RANGE  | DODGUI              | 1                                       |
| IODITION TITLE   | 1                                     | 1979        | 1980        |  | 1979                | 1980                                    |
|  | 1978                                  | 12/2        | T300        | <del>                                     </del> | 1313                | +/00                                    |
| Office of the Director   |                                       |             |             |  |                     |   |
| Director of Administration   | 1 1                                   | 1           | 1           | 2366-3297  | \$ 37,295           | \$ 39,562                               |
| Asst. to the Dir. of Admin.<br>Internal Auditor                    | 1 0                                   | 0           | 0<br>1<br>1 | 1424-1844  | == 1                | 22,128                                  |
| Administrative Secretary   | 1 1                                   | <u> </u>    | <u> </u>    | 917-1225   | 12,104              | 13,990                                  |
| Sub-Total<br>Director's Office                                     | 3                                     | 2           | 3           |  | \$ 49,399           | \$ 75,680                               |
|  |                                       |             | 1           | 1  |                     |   |
| Budget and Management Division                                     |                                       |             |             |  |                     |   |
| Research and Budget Officer  | 1                                     | 1 1         | 1 3         | 1904-2641<br>1424-1844                           | \$ 29,457<br>56,666 | \$ 31,626<br>62,675                     |
| Administrative Analyst<br>Budget Analyst II                        | 3 4                                   | 1<br>3<br>3 | 3           | 1225-1577  | 56.517              | 51,468<br>12,691                        |
| Secretary  | 1 -                                   | 1           | 1 1         | 836-1110   | 10,914              | 12,691                                  |
| Sub-Total<br>Budget and Management Div.                            | 9                                     | 8           | 8           |  | \$153,554           | \$158,460                               |
| <u> </u>   |                                       |             |             |  | <b>[</b>            | <b> </b>                                |
| Add: Longevity   |                                       |             |             |  | 1,928               | <u>1,704</u>                            |
| TOTAL  |                                       |             |             |  | \$204,881           | \$235,844                               |
| Full-Time Equivalent   | 12                                    | 10          | 11          |  |                     |   |
| First Quarter<br>Second Quarter<br>Third Quarter<br>Fourth Quarter |                                       |             |             |  |                     | \$ 62,756<br>54,489<br>63,899<br>54,700 |
| TOTAL  |                                       |             |             |  |                     | \$235,844                               |
|  |                                       |             |             |  |                     |   |
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FUND DEPARTMENT DIVISION ACTIVITY NO.

GENERAL ADMINISTRATION CONVENIES 110-40-660-50000

The 1980 adopted budget for the Controller represents a decrease of \$17,771 or 3.6% below the 1979 budget.

The Personal Services account reflects a decrease of \$7,157. Costs for the \$110 per month salary increase, merit increases and longevity are offset by the loss of two Internal Auditor positions (one reduced from the 1980 budget and one reflected in the Budget and Management Division) totalling \$43,608.

Contractual Services show a decrease of \$4,833 or 3.3%. The increase of \$35,935 in Account 295 for data processing services is offset by a decrease in Account 270 which provides for the annual City audit. This amount is included in the Budget and Management Division's budget.

Commodities represent a decrease of \$4,607 below the 1979 budget. This decrease occurs in the line items for printing, postage and office supplies and operating supplies.

The Capital Outlay budget of \$500 provides for the replacement of one calculator (\$125) and one file rack (\$375).

| ACCOUNT CLASSIFICATION  | ACTUAL<br>1978   | BUDGET<br>1979                                | BUDGET<br>1980                         |
|---|--|---|--|
| PERSONAL SERVICES   | na a literatura de la com  |   | 1980                                   |
| 110 Salaries & Wages<br>120 Employee Claims   | \$ 309,730   | \$ 338,066                                    | \$ 330,909                             |
| TOTAL PERSONAL SERVICES   | \$ 309,730   | \$ 338,066                                    | \$ 330,909                             |
| CONTRACTUAL SERVICES  | un de la companya de |   |  |
| 210 Utilities 220 Communications 230 Transportation 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 280 Maint. of Bldgs & Improvements   | \$ 2,998<br>115<br>3,883<br>1,053<br>65,275  | \$ 2,650<br>850<br>6,200<br><br>868<br>41,600 | \$<br>3,300<br>1,000<br>6,000<br>1,100 |
| 290 Maintenance of Equipment<br>295 Other Contractual Services  | 111.613  | 97.905  | 133.840                                |
| TOTAL CONTRACTUAL SERVICES  | \$ 184,887   | \$ 150,073                                    | \$ 145,240                             |
| COMMODITIES   |  |   | 19 143,240                             |
| 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs & Chemicals 340 Opr. Supplies - Buildings & Improvements 350 Repair Parts - Buildings & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus and Tools 395 Other Commodities | \$ 12,461<br><br><br>377<br>   | \$ 18,406<br><br><br>1,001                    | \$ 14,000<br><br><br>800               |
| TOTAL COMMODITIES   | \$ 12.838  | \$ 19,407                                     | \$ 14.800                              |
| APITAL OUTLAY   |  |   | 1 17.000                               |
| 410 Land 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay   | 1,276  | 1,674   | 500                                    |
| TOTAL CAPITAL OUTLAY  | \$ 1,276   |   |  |
| SUB-TOTAL   |  | \$ 1,674                                      | \$ 500                                 |
|   | \$ 508,731   | \$ 509,220                                    | \$ 491,449                             |
|   |  |   |  |
| GRAND TOTAL   | \$ 508.731   | \$ 509,220                                    | \$ 491 .449                            |

FUND DEPARTMENT DIVISION ACTIVITY NO.
GENERAL ADMINISTRATION CONTROLLER 110-40-660-50000

## WORK PROGRAM

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Administration and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials.

This division's goal is the continued improvement of accounting systems and financial information, so that internal controls against waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operations. A specific objective for 1980 in keeping with this overall goal is the completion of the on-line budgetary-accounting system.

|  |                           |           |            | ,                    |                  |   |
|--|---------------------------|-----------|------------|----------------------|------------------|---|
|  | El                        | MP LOYEES |            |                      | BUDGET           | BUDGET                                  |
| POSITION TITLE   | BUDGET                    | BUDGET    | BUDGET     | RANGE                |                  |   |
|  | 1978                      | 1979      | 1980       |                      | 1979             | 1980                                    |
|  | 19/8                      | 13/3      | 1.300      |                      | 13/3             | 1300                                    |
| Controller   | 1                         | 1 1       | 1          | 1904-2641            | \$ 29,458        | \$ 31,626                               |
| Senior Accountant  | 1                         | 1 1       | 1          | 1424-1844            | 20,808           | 22,128                                  |
| Internal Auditor Accountant III                                    | 2                         | 2 1       | 0<br>1     | 1354-1750            | 40,922<br>16,917 | 17 707                                  |
| Accountant III   | 1 5                       | 6         | 6          | 1225-1577            | 92,367           | 17,707<br>99,789                        |
| Accountant I   | <b> </b> 2                | 9         | 2          | 1058-1354            | 26.361           | 29,390                                  |
| Account Clerk III  | 1<br>5<br>2<br>1<br>4     | 1 4       | 1<br>4     | 961-1225             | 12,413<br>39,342 | 14,072<br>48,411                        |
| Account Clerk II<br>Secretary                                      | 1 4                       | 1         | 1          | 876-1110<br>836-1110 | 9,971            | 11,838                                  |
| Account Clerk I  | 1                         | 1         | 1 1        | 799-1008             | 10,237           | 10,546                                  |
| Data Entry Operator I  | 0                         | 0         | 1.         | 764- 961             |                  | 11,536                                  |
| Clerk II   | 1                         | 1         | 1          | 731- 917             | 9,687            | 11,007                                  |
| Bookkeeping Machine Operator<br>Typist Clerk                       | 1 2                       | 1 2       | 0 2        | 700- 876             | 9,687<br>16,308  | 19,825                                  |
| Sub-Total  | $\frac{\overline{2}}{23}$ | 24        | 22         | 22 3,3               | \$334,478        | \$327,875                               |
| Add: Longevity   |                           |           |            |                      | 3,588            | 3,034                                   |
| Total  | *4                        |           |            |                      | \$338,066        | \$330,909                               |
| Full-Time Equivalent   | 23                        | 24        | 22         | :                    |                  |   |
|  | <b>l</b> .                |           |            | '                    |                  |   |
| First Quarter<br>Second Quarter<br>Third Quarter<br>Fourth Quarter |                           |           |            |                      |                  | \$ 88,018<br>76,108<br>89,602<br>77,181 |
| TOTAL  |                           |           | '          |                      |                  | \$330,909                               |
|  |                           |           |            |                      |                  | ·                                       |
|  |                           |           |            |                      |                  | <b> </b>                                |
|  |                           |           | <b>.</b> . | ]                    |                  |   |
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| FUND DEPARTMENT DIVISION ACTIVITY NO.   |         |                |            |                  |
|---|---------|----------------|------------|------------------|
| CENEDAT ADMINISTRAÇÃO ADMINISTRAÇÃO DE COMO COMO COMO COMO COMO COMO COMO COM | FUND    | DEPARTMENT     | DIVISION   | ACTIVITY NO.     |
| GENERAL ADMINISTRATION PURCHASING 110-40-900-50000                            | GENERAL | ADMINISTRATION | PURCHASING | 110-40-900-50000 |

The 1980 adopted budget of \$290,883 for the Purchasing Division reflects an increase of \$47,371 or 19.5% above the 1979 approved budget of \$243,512.

Personal Services reflect an increase of \$4,376 due to merit salary increases and the \$110 per month salary improvement. Total costs for these increases are in part offset by the elimination of \$7,770 previously budgeted for 1/2 time of an Administrative Aide II. This salary will be funded in whole by charges to customers using the services of Stationery Stores.

Contractual Services show an increase of \$43,245, which includes a decrease of \$100 in the Communications account and an increase of \$43,325 in Other Contractual Services which provides for data processing services.

Commodities reflect a minor decrease of \$900 in Accounts 310 and 370.

The Capital Outlay accounts total \$2,850 and include funds for maintenance and repair of the equipment in the City Hall cafeteria and \$850 for the replacement of a typewriter.

| ACCOUNT CLASSIFICATION  | of the equipment in the City Hall cafeteria and \$85  | 0 for the rep                              | lacement of a                      | typewriter.                              |
|---|---|--|------------------------------------|--|
| 110 Salaries & Wages   \$ 157,561   \$ 174,192   \$ 178,568   120 Employee Claims   \$ 157,561   \$ 174,192   \$ 178,568   1707AL PERSONAL SERVICES   \$ 157,561   \$ 174,192   \$ 178,568   178, | ACCOUNT CLASSIFICATION  |  |                                    |  |
| TOTAL PERSONAL SERVICES   | PERSONAL SERVICES   |  |                                    |  |
| CONTRACTUAL SERVICES  |   | \$ 157,561<br>                             | \$ 174,192                         | \$ 178,568                               |
| CONTRACTIAL SERVICES  | TOTAL PERSONAL SERVICES   | \$ 157,561                                 | \$ 174,192                         | \$ 178.568                               |
| 220 Communications  | CONTRACTUAL SERVICES  |  |                                    |  |
| COMMODITIES   | 220 Communications 230 Transportation 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 280 Maint. of Bldgs & Improvements 290 Maintenance of Equipment 295 Other Contractual Services   | 4,032<br>711<br>26<br><br>318<br>1,442<br> | 4,700<br>650<br>100<br><br>350<br> | 4,600<br>650<br>100<br>20<br>350<br>     |
| 310 Office Supplies   \$ 14,785   \$ 17,000   \$ 16,500   320 Clothing and Linen  | TOTAL CONTRACTUAL SERVICES  | \$ 44,113                                  | \$ 48,945                          | \$ 92,190                                |
| 320 Clothing and Linen 330 Food, Drugs & Chemicals 340 Opr. Supplies - Buildings & Improvements 340 Opr. Supplies - Buildings & Improvements 350 Repair Parts - Buildings & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 390 Minor Apparatus and Tools 390 Minor Apparatus and Tools 395 Other Commodities  TOTAL COMMODITIES  \$ 15.465 \$ 18,175 \$ 17,275  CAPITAL OUTLAY  410 Land 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 460 Operating Equipment 470 Other Capital Outlay  TOTAL CAPITAL OUTLAY  \$ 2.052 \$ 2.200 \$ 2.850  SUB-TOTAL  GRAND TOTAL   | COMMODITIES   |  |                                    |  |
| CAPITAL OUTLAY  410 Land 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay  TOTAL CAPITAL OUTLAY  SUB-TOTAL  GRAND TOTAL   | 320 Clothing and Linen 330 Food, Drugs & Chemicals 340 Opr. Supplies - Buildings & Improvements 350 Repair Parts - Buildings & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus and Tools | 163<br><br>493<br><br>24                   | 150<br><br><br>1,000<br><br>25     | 150<br><br><br>600                       |
| CAPITAL OUTLAY  | TOTAL COMMODITIES   | \$ 15,465                                  | \$ 18,175                          | \$ 17.275                                |
| 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay  TOTAL CAPITAL OUTLAY  SUB-TOTAL  GRAND TOTAL  420 0 2,000 2,000 850 850 850 850 850 850 850 850 850 850 850 850   | CAPITAL OUTLAY  |  |                                    |  |
| GRAND TOTAL   | 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY   | 1,091<br>14<br>947<br><br><br><br>\$ 2,052 | 2,000<br>200<br><br><br>\$ 2,200   | 2,000<br><br>850<br><br><br><br>\$ 2,850 |
| GRAND TOTAL \$ 219.191 \$ 243.512 \$ 290.883  |   | \$ 219,191                                 | \$ 243,512                         | \$ 290,883                               |
| GRAND TOTAL \$ 219.191 \$ 243.512 \$ 290.883  |   |  |                                    | :  |
|   | GKAND TOTAL   | \$ 219.191                                 | \$ 243.512                         | s 290,883                                |

| 1 | FUND    | DEPARTMENT     | DIVISION     | ACTIVITY NO.     |
|---|---------|----------------|--------------|------------------|
|   | TOND    | DEI AKTHEMI    |              |                  |
|   | GENERAL | ADMINISTRATION | PURCHASING   | 110-40-900-50000 |
|   | GENERAL | ADMINISTRATION | 101011101110 |                  |

WORK PROGRAM

This division acts as the centralized purchasing office for the City as well as various boards and agencies. Such centralization allows for the highest quality merchandise, includes regular discussions with salespersons, processing of purchase orders and requisitions, and taking and analyzing bids. An additional function of this division is the disposal of all surplus and condemmed City property and sale of state right-of-way property.

The Purchasing Division also operates the Stationery Stores and Duplicating service, which are self-sustaining. This function provides all departments with duplicating services and office supplies and acts as a clearing account for switchboard and postage charges, office machine maintenance contracts, legal advertising, and City vehicle license plates.

This division also handles insurance programs for Vehicular Liability and Building and Contents Insurance.

| and the second s |                                 | MP LOYEES                       |                                      |  | BUDGET   | BUDGET  |
|--|---------------------------------|---------------------------------|--------------------------------------|--|--|---|
| POSITION TITLE   |                                 | BUDGET                          | BUDGET                               | RANGE  | 1070   | 1980  |
|  | 1978                            | 1979                            | 1980                                 |  | 1979   | 1960  |
| Purchasing Manager Assistant Purchasing Manager Buyer Administrative Aide III Administrative Aide II Secretary Account Clerk I Switchboard Operator II Clerk II  | 1<br>3<br>1<br>1<br>1<br>1<br>4 | 1<br>3<br>1<br>1<br>1<br>0<br>4 | 1<br>3<br>1<br>0<br>1<br>1<br>0<br>4 | 1904-2641<br>1424-1844<br>1225-1577<br>1166-1499<br><br>836-1110<br>799-1008<br><br>731- 917 | \$ 26,957<br>20,808<br>48,969<br>16,662<br>14,925<br>11,371<br>10,777<br>1,572<br>36,366 | \$ 29,070<br>22,128<br>54,378<br>17,982<br><br>11,149<br>11,536<br><br>39,705 |
| Sub-Total  | 14                              | 13                              | 12                                   |  | \$188,407  | \$185,948   |
| Add: Longevity   |                                 |                                 |                                      |  | 3,038  | 2,196   |
| Less: Amount charged to<br>Stationery Stores   |                                 |                                 |                                      |  | (17,253)   | (9,576)   |
| Total  |                                 |                                 |                                      |  | \$174,192  | \$178,568   |
| Full-Time Equivalent   | 14                              | 13                              | 12                                   |  |  |   |
| First Quarter<br>Second Quarter<br>Third Quarter<br>Fourth Quarter   |                                 |                                 |                                      |  |  | \$ 47,663<br>40,899<br>48,338<br>41,668                                       |
| TOTAL  |                                 |                                 |                                      | ·  |  | \$178,568   |
|  |                                 |                                 |                                      |  |  |   |
|  |                                 |                                 |                                      |  |  |   |
|  |                                 |                                 |                                      |  |  |   |
|  |                                 |                                 |                                      |  |  |   |
|  |                                 |                                 |                                      |  |  |   |
|  | ·                               |                                 |                                      |  |  |   |

| FUND    | DEPARTMENT     | DIVISION               | ACTIVITY NO.     |
|---------|----------------|------------------------|------------------|
| GENERAL | ADMINISTRATION | RETIREMENT & INSURANCE | 110-40-940-50000 |

The 1980 approved budget of \$63,373 for the Retirement and Insurance Division represents an increase of \$9,467 or 17.6% above the 1979 adopted budget of \$53,906.

Personal Services reflects an increase of \$6,111 or 13.3% above the 1979 budget. This increase includes funds for merit salary increases, the \$110 per month salary improvement and longevity increases. Total positions remain at the 1979 level of three full-time employees.

Contractual Services include an increase of \$2,490. Of this increase, \$2,354 is due to additional charges required for data processing services. Increases for telephone charges total \$136.

Commodities represent an increase of \$866. This increase is due to higher costs for printing, postage and office supplies.

No Capital Outlay is budgeted for the Retirement and Insurance Division in 1980.

Funding of this budget is generated from the following sources: General Fund - 25% (\$15,843), Wichita Employees' Retirement Fund - 37.5% (\$23,765) and the Police and Fire Retirement Fund - 37.5% (\$23,765).

| Fire Retirement Fund - 37.5% (\$23,765).  |    |                                    |    |                      |    |                                       |
|---|----|------------------------------------|----|----------------------|----|---------------------------------------|
| ACCOUNT CLASSIFICATION  |    | ACTUAL<br>1978                     | ]  | BUDGET<br>1979       | E  | UDGET<br>1980                         |
| PERSONAL SERVICES   |    |                                    |    |                      |    | -                                     |
| 110 Salaries & Wages<br>120 Employee Claims   | \$ | 40,323                             | \$ | 45,860               | \$ | 51,971                                |
| TOTAL PERSONAL SERVICES   | \$ | 40,323                             | \$ | 45,860               | \$ | 51,971                                |
| CONTRACTUAL SERVICES  |    |                                    |    | -                    |    |                                       |
| 210 Utilities 220 Communications 230 Transportation 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 280 Maint, of Bldgs & Improvements   | \$ | 830<br>15<br><br><br>137           | \$ | 660<br>800<br><br>80 | \$ | 796<br>800<br><br>80                  |
| 290 Maintenance of Equipment<br>295 Other Contractual Services  |    | 1,801                              |    | 2,440                |    | 4,794                                 |
| TOTAL CONTRACTUAL SERVICES  | \$ | 2.783                              | \$ | 3.980                | \$ | 6.470                                 |
| COMMODITIES   |    |                                    | T  |                      |    |                                       |
| 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs & Chemicals 340 Opr. Supplies - Buildings & Improvements 350 Repair Parts - Buildings & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus and Tools 395 Other Commodities | \$ | 5,330<br><br><br><br>162<br><br>68 | \$ | 4,066                | \$ | 4,932                                 |
| TOTAL COMMODITIES   | \$ | 5.560                              | \$ | 4.066                | \$ | 4.932                                 |
| CAPITAL OUTLAY  | 1  |                                    |    |                      | T  |                                       |
| 410 Land 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay   | \$ | 935<br>                            | \$ |                      | \$ |                                       |
| TOTAL CAPITAL OUTLAY  | s  | 935                                | s  |                      | \$ |                                       |
| SUB-TOTAL   | Ś  | 49.601                             | ŝ  | 53.906               | Ś  | 63,373                                |
|   |    |                                    |    | , 700                |    | 00,070                                |
| GRAND TOTAL   | \$ | 49,601                             | \$ | 53,906               | s  | 63,373                                |
|   |    |                                    |    |                      |    | · · · · · · · · · · · · · · · · · · · |

FUND DEPARTMENT DIVISION ACTIVITY NO.

GENERAL ADMINISTRATION RETIREMENT & INSURANCE 110-40-940-50000

WORK PROGRAM

This division is responsible for the overall coordination and direction of the City retirement systems insurance programs, and the Deferred Compensation Plan of City government and employees.

The division acts as the administrative arm for four boards--the Wichita Employee's Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board--which establish policy and programs. The Retirement & Insurance Director also serves as a voting member on the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibilities of this division are:

Employees' Group Life Insurance Plan
 Employees' Group Health Insurance Plan

|   | EN          | 1P LOYEES   |             | <u> </u>                          | BUDGET                       | BUDGET                                  |
|---|-------------|-------------|-------------|-----------------------------------|------------------------------|---|
| POSITION TITLE  |             |             | BUDGET      | RANGE                             |                              |   |
|   | 1978        | 1979        | 1980        |                                   | 1979                         | 1980                                    |
| Retirement & Insurance Director<br>Administrative Aide I<br>Secretary | 1<br>1<br>1 | 1<br>1<br>1 | 1<br>1<br>1 | 1710-2366<br>917-1166<br>836-1110 | \$ 24,034<br>12,001<br>9,360 | \$ 26,060<br>13,990<br>11,190           |
| Sub-Total   | 3           | 3           | 3           |                                   | \$ 45,395                    | \$ <b>51,</b> 240                       |
| Add: Longevity  |             |             |             |                                   | <u>465</u>                   | <u>731</u>                              |
| Tota1   |             |             |             |                                   | \$ 45,860                    | \$ 51,971                               |
| Full-Time Equivalent  | 3           | 3           | 3           |                                   |                              |   |
| First Quarter<br>Second Quarter<br>Third Quarter<br>Fourth Quarter    |             |             |             |                                   |                              | \$ 13,794<br>11,793<br>14,131<br>12,253 |
| TOTAL   |             |             |             |                                   |                              | \$ 51,971                               |
|   |             |             |             |                                   |                              |   |
|   |             |             |             |                                   |                              |   |
|   |             |             |             |                                   |                              |   |
|   |             |             |             |                                   |                              |   |
|   |             |             |             |                                   |                              |   |

| FUND    | DEPARTMENT     | DIVISION | ACTIVITY NO.     |
|---------|----------------|----------|------------------|
| GENERAL | ADMINISTRATION | TREASURY | 110-40-980-50000 |
| }       |                |          |                  |

The 1980 approved budget of \$276,892 for the Treasury Division represents an increase of \$16,394 or 6.3% above the 1979 annual budget of \$260,498.

Personal Services reflect an increase of \$15,755 or 7.3% above the 1979 budget. Costs for the merit salary increases, the \$110 per month salary improvement and longevity increases are in part offset by the loss of one Teller which is deleted from the 1980 budget and is due to the elimination of one Teller associated with the Sanitation Division phase-out program.

Contractual Services reflect a decrease of \$275. Minor increases occur in Accounts 220, 230, and 250. The \$1,135 increase in Account 250 is due to the three-year public official bond premium which is payable in 1980 and increased requirements for blanket coverage. Account 295 represents a decrease of \$2,044. Of the \$10,976 budgeted in Other Contractual Services \$4,610 is related to data processing services.

Commodities reflect a minor increase of \$914 due to increases in printing, postage and office supplies. Also, Accounts 320 and 370 show minor increases.

No Capital Outlay is budgeted for the Treasury Division in 1980.

| The state of the s | sion in 1980.                               |  |                                       |
|--|---|--|---------------------------------------|
| ACCOUNT CLASSIFICATION   | ACTUAL<br>1978                              | BUDGET<br>1979                           | BUDGET<br>1980                        |
| PERSONAL SERVICES  |   |  |                                       |
| 110 Salaries & Wages<br>120 Employee Claims  | \$ 187,505                                  | \$ 215,138                               | \$230,893                             |
| TOTAL PERSONAL SERVICES  | \$ 187,505                                  | \$ 215,138                               | \$230,893                             |
| CONTRACTUAL SERVICES   |   |  |                                       |
| 210 Utilities 220 Communications 230 Transportation 240 Advertising 250 Insurance 260 Dues and Subscriptions   | \$<br>4,404<br>1,130<br><br>1,603<br>115    | \$<br>2,200<br>1,105<br><br>1,075<br>165 | \$ 2,525<br>1,414<br><br>2,210<br>165 |
| 270 Professional Services<br>280 Maint. of Bldgs & Improvements<br>290 Maintenance of Equipment<br>295 Other Contractual Services  | 38<br><br>9,625                             | 13,020                                   | 10,976                                |
| TOTAL CONTRACTUAL SERVICES   | \$ 16.915                                   | \$ 17.565                                | \$ 17.290                             |
| COMMODITIES  |   |  |                                       |
| 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs & Chemicals 340 Opr. Supplies - Buildings & Improvements 350 Repair Parts - Buildings & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus and Tools 395 Other Commodities  | \$ 22,377<br>115<br><br><br>1,747<br><br>35 | \$ 26,070<br>125<br><br><br><br>1,600    | \$ 26,637<br>150<br><br><br>1,922     |
| TOTAL COMMODITIES  | \$ 24,274                                   | \$ 27,795                                | \$ 28,709                             |
| CAPITAL OUTLAY   |   |  | 20,703                                |
| 410 Land 420 Buildings 430 Improvements Other Than Bldgs. 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY   | 1,472                                       | \$                                       | \$                                    |
|  | \$ 1,472                                    | \$                                       | s                                     |
| SUB-TOTAL  | \$ 230,166                                  | \$ 260,498                               | \$ 276,892                            |
|  |   |  |                                       |
| GRAND TOTAL  | \$ 230,166                                  | \$ 260,498                               | s 276,892                             |
|  |   | 10 -00 3-70                              | \$ 270,034                            |

| FUND    | DEPARTMENT     | DIVISION | ACTIVITY NO.     |
|---------|----------------|----------|------------------|
| GENERAL | ADMINISTRATION | TREASURY | 110-40-980-50000 |

## WORK PROGRAM

The Treasury serves as the vehicle for the collection and distribution of all the City's revenue. Within this activity the City Treasurer is responsible for maintaining projections of cash balance, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management.

The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records, monitoring the complete taxicab program and providing regulatory field license inspections. The investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

|  | El  | MPLOYEES   |   |  | BUDGET              | BUDGET   |
|--|---|--|---|--|---------------------|--|
| POSITION TITLE   |   |  | BUDGET  | RANGE  | -                   | :  |
|  | 1978  | 1979   | 1980  |  | 1979                | 1980   |
| City Treasurer Deputy City Treasurer Administrative Aide III Accountant I Account Clerk II Cashier II Secretary Account Clerk I Parking Meter Coin Collector Cashier I Teller Clerk II Teller (P.T 50%) Sub-Total Add: Longevity Total | 1<br>1<br>1<br>1<br>0<br>0<br>1<br>4<br>2<br>1<br>4<br>1<br>2 | 1<br>1<br>1<br>1<br>1<br>1<br>3<br>2<br>0<br>4<br>1<br>2 | 1<br>1<br>1<br>1<br>1<br>3<br>2<br>0<br>3<br>1<br>2 | 1710-2366<br>1424-1844<br>1166-1499<br>1058-1354<br>876-1110<br>876-1110<br>799-1008<br>799-1008<br>791-917<br>731-917 | \$ 26,260<br>20,808 | \$ 28,335<br>22,128<br>17,982<br>14,017<br>11,454<br>13,249<br>12,143<br>36,291<br>22,387<br>31,428<br>9,082<br>9,532<br>\$228,028<br>2,865<br>\$230,893 |
| Full-Time Equivalent First Quarter Second Quarter Third Quarter Fourth Quarter TOTAL   | 18  | 18   | 17  |  | <b>,</b>            | \$ 61,771<br>53,213<br>62,413<br>53,496<br>\$230,893   |
|  |   |  |   |  |                     |  |